



TOWN OF GRAFTON

GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD
GRAFTON, MA 01519

RECEIVED TOWN CLERK
GRAFTON, MA

2022 JAN 24 AM 11:05

Community Preservation Committee

MEETING MINUTES

November 4, 2021

Meeting was called to order at 7:01PM by Chairman, John Stephens.

Present were: John Stephens, Jim Gallagher, Brook Padgett, Justin Wood, Richard Whitney, and Kristen Belanger, Paul Scarlett, and Ken Holberger attended via zoom. Absent: Sandy Brock. Staff in attendance: Joann Duncan.

John stated he wanted to apologize for the letter/email he recently sent out regarding 25 Worcester Street. He stated it was a mistake. The committee members discussed this with Jim, Brook, Ken, and Paul expressing support for John and stating too much was being made of this email. Richard stated he did not receive the email.

Grant Writing Workshop

Ted Beauvais and Suzanne Moss, members of the Unitarian Universalist Society of Grafton and Upton (UUSGU) attended the grant writing workshop to discuss the ADA work being done at the church which is located at 3 Grafton Common. They are currently fundraising for a ramp that will enable access to the first floor of the church. In order to get to the Sanctuary, a lift will need to be installed. They asked the committee about allowable uses of CPA funds, emphasizing the number of non-profit organizations that use the building on a weekly basis.

John provided them with additional information on state and national grant opportunities stating there are a lot in support of making historic churches ADA accessible. He also stated a permanent historic restriction may be needed depending on what grants they seek. The CPC would have legal interest so the restriction would not be permanent. Ken has worked on these in the past.

If they move forward with a grant seeking CPA funds, Paul will be their point person.

Treasurer's Report

Ken screen shared the Treasurer's Report. He stated there are no substantive changes from the prior month other than the proposed projects, passed at town meeting. Justin made a motion, seconded by Jim to accept the Treasurer's Report as written. The motion passed 8-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Richard, aye; Kristen, aye; Ken, aye; Paul, aye; John, aye.

Clerk's Report

A motion was made by Jim and seconded by Richard to accept the meeting minutes of August 26, September 23, and September 29, 2021 as presented. The motion passed 8-0 by roll call: Brook, aye; Justin, aye; Jim, aye; Richard, aye; Kristen, aye; Ken, aye; Paul, aye; John, aye.

Committee Project Assignments

Kristen will be the point person for the 95 North Street project and Paul will remain the point person on the Town Records Preservation Project.

Justin pointed out that the project spreadsheet was not updated with the new sunset dates for the articles at town meeting. Joann stated she would update them.

CPA Plan Update

Joann stated she updated the CPA Plan but wanted to review a few items with the committee. The committee stated they would prefer to have the update follow the fiscal rather than calendar year. Justin asked that the Task Calendar be on a fiscal basis as well. Brook stated it would be helpful to capture the money not spent by a project.

The Committee discussed having CIPC come to the December meeting and the purpose/intent of the discussion. There was concern expressed those projects on the Capital Improvements Planning list are not eligible for CPA Funds since they are already part of the budget. The committee reviewed the concept of supplanting and the purpose of CPA Funds to provide a mechanism to achieve and accomplish things that can not be done within the budget. Brook stated CIPC should not be bringing forth projects.

Project Updates

- Town Records Archival Project – Paul stated all the previous funds have been expended. No new work has begun.
- Historic Gravestones – John and Richard will be meeting to coordinate on this project. Richard has agreed to be the point person on this project moving forward.
- Grafton Common Restoration – Paul stated the Historic District Commission (HDC) is doing due diligence on the change order for the bandstand work. They are validating the quote they have received from the contractor. The HDC will be meeting with the Select Board on November 16th. He added that electricity should be available by the start of winter. Paul provided an update on the damage done by the recent accident on the common. He stated the whole Common project should be completed in the Spring. Lastly, he discussed with the committee the Arborist report and the tree succession plan.
- Weights and Measures – John stated he would follow up with Dave Therrien and Don Clark to determine when the cabinet will be moved to the library.

- Lions Club Property Engineering Work, Lions Club Property Recreational Improvements, and Lions Club Phase III – Jim stated the septic needed to be moved due to the proximity to the soccer fields. This work was done by Peter Adams. They will be going out to bid soon on the septic work. It is expected the work will be done by the Spring soccer season.
- Cisco Homestead – Justin will be following up with Rae on this project.
- Recreation ADA Projects – There was no update. Joann will touch base with Jen Andersen to see if all the work is completed.
- Weed Abatement – Joann stated it is expected the bids will go out in January 2022 for this project.
- 95 North Street – Kristen stated the Recreation Department is working on the RFP. She added she will ask that Sandy be looped in and able to review the document.

Justin asked to discuss an email John Stephens sent out and discussed at the beginning of the meeting. A motion was made and seconded to have it added to the next agenda. John Stephens stated a vote was not needed because he would add it to the next agenda. He did not allow the discussion.

Richard stated he wanted to make a quick comment about Town Meeting and the preparedness of the applicants and the committee. The Committee discussed the role of the applicants versus the committee. Justin called a point of order that the committee has been discussing this for a while now and it is not on the agenda. John stated he has noted this topic needs to be discussed at the February and August meetings.

Justin made a motion seconded by Jim to adjourn the meeting at 8:30PM. Motion passed 8-0 by roll call: Gallagher, aye; Brock, aye; Scarlett, aye; Wood, aye; Whitney, aye; Holberger, aye; Padgett, aye; Stephens, aye.

Respectfully submitted by,
Joann Duncan

The meeting can be viewed at: <https://www.youtube.com/watch?v=d7Kqy67VCYs>